

Introduction to CM/ECF For Legal Assistants and Paralegals Attorneys

**United States Bankruptcy Court,
Northern District of New York**

CM/ECF Project Goals

- **Provide a better case management system (CM) for federal courts**
- **Replace aging national systems**
- **Allow for electronic filing and management of documents (ECF)**

What are Electronic Case Files?

**Documents stored in fixed electronic
format instead of on paper**

How CM/ECF Benefits Attorneys

- **24-Hour filing over the Internet**
- **24-Hour access to court case files**
- **Automatic email notification of case activity**
- **Access to files concurrently with chambers, court staff and other attorneys**

Attorney Benefits Continued...

- **Ability to download and print documents directly from the court's electronic system**
- **Reduction in mail, courier & copying fees**
- **Secure document storage (no misplaced paper files)**
- **Easy to learn**

What You Need to Use CM/ECF

- **Computer with Windows or MAC**
- **Word processing capability**
- **Internet access**
- **Software to convert files to PDF**
- **Login and password**

How to File a Document

- **Convert word processing document to PDF**
- **Log onto court's CM/ECF system**
- **Specify case (basis for docket entry)**
- **Attach document**
- **Submit document**
- **Receive confirmation by email**

Fees

- **No additional fees for filing electronically**
- **Congress directed fees for electronic access to court files**
- **Similar to those for paper documents**
- **One-time free access to documents filed in your cases, then 7 cents per page**
- **Fees assist with development and support of electronic public access program**

Security and Signature Issues

- **Deemed secure by National Security Agency**
- **Documents are assigned unique electronic identification**
- **Uses a login and password to authorize users**
- **Recognized as equivalent to signature**
- **Attorneys must register to use the system**

Court Details

- **Wave 6 Court**
- **Projected live date January 2003**
- **Training to be conducted by court personnel**
- **Internal committees developing procedures**
- **Visit Web site *www.nynb.uscourts.gov***